ePM News

ePM Engineer Transfers to Region Three

Dan Avila, the ePM Engineer, is now working in Region Three as a Project Manager. The ePM Team will miss him.

Dan was very helpful in coordinating ePM and UDOT Systems Operations together with ISS.

He worked on the monthly newsletters, prepared Consultant RFPs for new development in ePM, and assisted customers who needed help. He helped develop the Project Management Training provided to many ePM customers.

He was a great manager to work with and quite the gourmet barbeque chef at our annual ePM retreats.

We will miss his direction and assistance here at the Complex, but we know he will do a great job for the Region Three Project Management Team, and will enjoy being a lot closer to home!

Good Luck and thanks for being such a great leader, Dan!

INSIDE THIS ISSUE

Where are New Items or Changes to ePM announced?

There is a way to learn of new developments in ePM without waiting for the monthly newsletters. New Items are found on the Main Menu Screen which is displayed on entry into ePM.
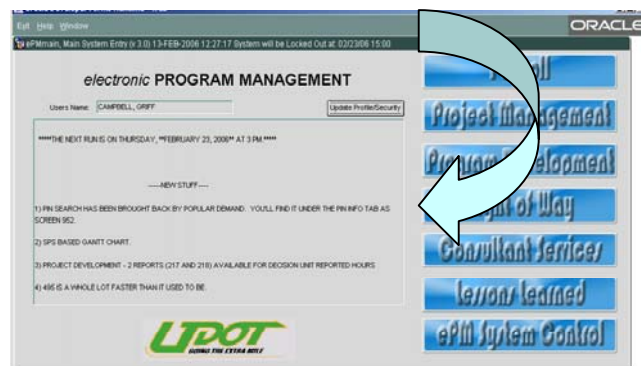
What's New Now?

Currently four items are listed there to alert you to changes in the Project Management Module.

Pin Search Has Been Brought Back By Popular Demand. You'll Find It Under The Pin Info Tab As Screen 952.

Screen 952, **"PIN Search,"** is on the PIN Info Menu.

When Screen 952 opens the most commonly used PIN statuses are selected. These selections can be modified. Click to check or uncheck the boxes beside the PIN statuses you wish to include or exclude from your search. Select a button in the "Search by" column as a criterion for the search.

A list of PINS is displayed, sorted by the selected criterion. Search the list like the ePM search tool, or scroll to search and click to select the desired PIN. More information on the ePM search tool can be found in the ePM Help.

What's New Now? (continued)

SPS Based Gantt Chart

ePM Report 665, "SPS GANTT Chart," is located under Reports on the "GANTT Data" Tab. This report generates a Gantt chart for the selected project, based on a selected date range and Single Project Scheduling (SPS.) No other projects are considered and no resource leveling takes place.

The chart displays the Critical Path (in red), In Progress activities (in green) and Planned activities (in yellow) for the project.
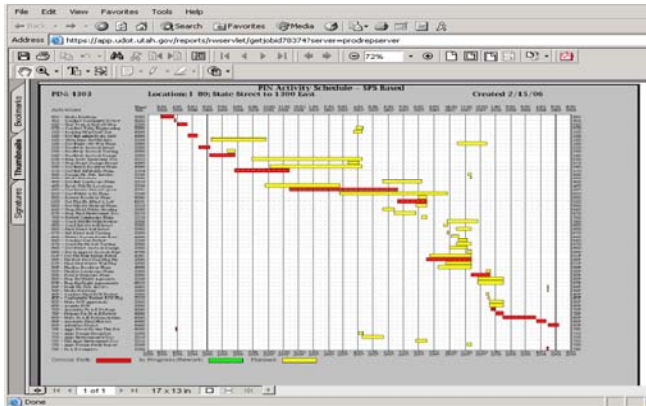
ePM also offers a Gantt chart based on Multiple Project Scheduling, which is ePM Report 670, "MPS Gantt Chart."

### Two Reports (217 And 218) Available For Decision Unit Reported Hours

Two New Decision Unit Reports
Decision Units are an experimental time expenditure tracking measure currently in use by Project Development at the Calvin Rampton Complex. **Report 217, "Decision Unit Reported Hours,"** and **Report 218, "Decision Unit Reported Hours (for Specified DU)"** are located under Reports on the "Budgeting" Tab.

Report 217 provides a summary of hours charged to each Decision Unit by one employee or all employees in a low org.

Report 218 lists all hours charged to a selected Decision Unit by all employees.
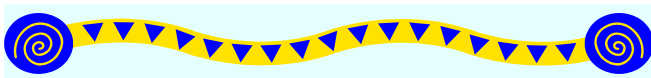
495 Is A Whole Lot Faster Than It Used To Be.

Screen 495, "Expenditure Summary," captures information on project expenditures. The information displayed can be comprehensive, showing expenditures for all PINS and projects under one Master PIN, or it can display more focused information down to one Low Org or even one activity or expense object. This report contains the most current cost information available to our customers.

Screen 495 is updated three times a week on Monday, Wednesday, and Friday from FINET. Payroll data reporting is two weeks behind the current date.

The FINET Expenditure Object Codes (5000-9900) are used in the Details expense section on the bottom right half of the screen. A summary of the most commonly used object codes may be helpful in understanding these charges:

The 5000 Codes are for Salaries and Benefits, 6000-6099 Travel, 6100-6300 Current Expenses, 6400-6699 Data Processing and ITS Costs, 6700-6799 Capital Expenditures, 6800-6899 Construction In Progress not UDOT, 6900-6999 Capital Purchases for Projects and 9900-9957 Overhead Costs.

The Summary tab displays the expense summary for the PIN or job/project number, broken down by phase of work.

Screen 495 offers three reports:
The Summary Report
The Sums by Month by Org Report
The Detail Report

More information about these reports can be found in the ePM online Help.

Note the improved response when retrieving PIN/Project Information!
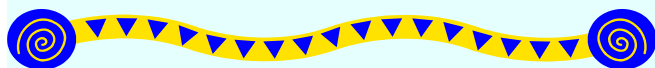
NEED PROJECT INFORMATION?

On Screens 220 and 710
Click the [Relationship] Button

You can view information about the Master PIN, PIN, Project Number(s) and Job/Project Numbers associated with a project.

For more information, view the ePM HELP

Where Can I Find More Information About These Things?

More information about these and many other things can be found in the ePM Help.

To access ePM Help, click "Help" on the menu bar located at the top of any ePM screen. When the pull down appears, click "Help" when inside the UDOT firewall, or "Citrix Help" if outside. External customers (consultants) or others outside the firewall must use the Citrix Help.

Outside users must download the Citrix Client to their computers before using the Help. The Citrix Help download instructions are provided to each Consultant who fills out the ePM Access Request form and

receives an ePM email reply with system login information.

There are three ways to find what you want in the Help. The **Table of Contents** lists the screens first by module, then by screen number and title. Some screens are broken down by tab or other division. The Help is also indexed by keyword. Click the "**Index**" button at top of the screen to use the Index.

ePM Help allows you to type in a question and have the system search for the answer. Click "**Search**" at top of the screen. A search window opens at left. Enter your keywords or question and click [Go] or press [Enter]. The system will find your keywords in the Help, or it will tell you if they aren't there. Click the displayed listings to view your results.

To find the definition of a term or a field, click **"Glossary."** The Glossary contains most field definitions (the ones that are not specific only to one screen) and many other terms that relate to ePM or project management. The Glossary is in alphabetical order and you can scroll through it.

The Help contains extra features too, including a Project Manager Resource and Links page, a section on setting up a new project in ePM, and three Frequently Asked Questions sections.

The ePM Help is as complete as we have been able to make it, but things change all the time. If you find out-of-date content or errors, please contact Elaine Fanning at 801-957-8537 or efanning@utah.gov so they can be corrected.
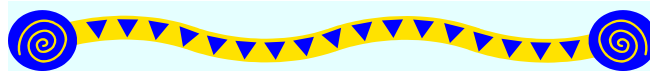
This month's authors are Griff Campbell and Elaine Fanning.